

BOARD PROCEDURE

Descriptive Code: GBRID

MILITARY LEAVE

Date: February 25, 2003 (New)

An employee who is called into “ordered military duty” for more than 18 or 30 continuous days can request compensation for difference in their net military pay and net school system pay if the military net pay is less. The employee may request this compensation on a monthly basis and/or within 60 days upon returning to work with the Columbia County School System. An employee who receives this military compensation on a monthly basis may continue their voluntary insurance deductions. An employee who is called into active duty but does not qualify for this compensation may continue their voluntary insurance coverage by paying the premium on a monthly basis. The following information must be provided:

1. Submit a written request to the business department.
2. Provide the military orders that show the call up date.
3. Provide leave and earnings statements for the period of active duty.
4. Provide military orders that show release date for active duty.

The Columbia County School System net pay will be calculated as follows:

1. Is based solely on the total number of active duty days served less the number of days already paid as required by *O.C.G.A. 38-2-27*
2. The net pay will be determined by gross pay* less federal and state taxes including FICA (using their W-4 and G-4 at the time of their call to active duty).

*Includes any supplements at the time of their call to active duty plus any raise or step increase entitled to during their leave.

An employee who desires to return to work must provide written notification at the conclusion of the “ordered military duty”. This notice must include a copy of the military discharge papers. Whenever a military leave of absence endures for ninety days or less, notification should be submitted to the immediate supervisor in advance of the intent to return to work. For leave exceeding ninety days, notification should be submitted to the executive director of human resources. Accepting other employment or failure to return immediately upon official discharge will negate the board of education obligation to return the employee to work.

ADOPTED: 2/25/03 (new)

REVISED:

Columbia County Board of Education

